

Vacancy Announcement

Announcement #	438-09061	Position	Purchasing Agent		
PayPlan	GS	Series	1105		
TargetGrade	7	Target PD	23161	Pay Range	\$38,117-\$49,553
Dev Grade	6	Dev PD	23162	Dev Pay Range	\$34,300-\$44,589
1st Dev Grade	5	1st Dev PD	23163	1st Dev Pay Range	\$30,772-\$40,005
Opens	03/04/09	Closes	03/25/09	Openings	2
Tour of Duty, etc	Administrative Days				
Special Comments	Applicants who applied under this announcement number dated 02/04/2009 do not need reapply.				
Service	VISN 23 Logistics Integrated SL				
Section	Contracting				
Area/Consideration	VA Employees, Veterans, Status Eligibles				
Duty Site	Sioux Falls, SD				
Major Duties	<p>This position is a VISN Purchasing Agent in the Veterans Integrated Service Network Logistics of VISN 23. These positions are physically located at the Sioux Falls facility; others will reside at any of the facilities within VISN 23. The position supports the local medical center and other medical facilities throughout the VISN. Incumbents are responsible for procurement of supplies, services and equipment using Simplified Acquisition Procedures as outlined in the Federal Acquisition Regulation (FAR) and VA Acquisition Regulations (VAARs). Exercises procurement authority up to \$100,000 for open market purchases and unlimited authority for prime vendor indefinite delivery type contracts and Federal Supply Schedules. Performs pre-award functions for Purchase Orders, recommends award and accomplishes post award functions for Commercial off the Shelf (COTS) acquisitions and noncommercial awards up to the Simplified Acquisition Threshold (SAT). May include negotiating and administering small purchases that involve clauses normally not applicable to small purchases. Utilizes the electronic contract</p>				

management system (eCMS) to develop and process solicitations and issue purchase orders on behalf of all potential VISN 23 stakeholders. Analyzes procurements to determine if the purchase is for standard or specialized materials that may not be commercially available, works to solicit from a variety of sources and works with customers to plan for and respond to emergency requirements. Reviews purchase for adequacy, required technical information, evaluation criteria and specifications; also, assists program personnel in developing specifications or statement of work. The incumbent insures that all required terms and conditions and contractual provisions are included in the solicitation. Uses a variety of criteria to determine the appropriate method of solicitation, type of proposal required, and applicability of federal wage determinations. Utilizes established precedents and available historical data to determine the most advantageous methods of procurement. Reviews contractor proposals, secures necessary justifications and may enter into negotiations with bidders as appropriate. Early in the process identifies problems and recommends revision or changes as appropriate; monitors awarded purchase orders to resolve problems, determine status, and progression to completeness and compliance with proposal. Ensures that the files and records are complete and accurate.

Time In Grade

For GS-7 and GS-6 one year at the next lower grade level. For GS-5 there is no time-in-grade requirement.

Qualifications

Applicants must meet the minimum qualifications as stated in Qualifications Standards Handbook.

GS-7: One year of specialized experience at or equivalent to the GS-6 level.

GS-6: One year of specialized experience at or equivalent to the GS-5 level.

GS-5: One year of specialized experience at or equivalent to GS-4 level or four years of education above high school.

Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and which is typically in or related in or related to the work of the position.

Rating Factors

KSAO #1: Knowledge of the federal (FAR) and VA policies and procedures related to the purchase of equipment, supplies and materials.

KSAO #2: Ability to read, understand, interpret, and apply the regulations and policies to a wide variety of situations.

KSAO #3: Knowledge of a variety of competitive methods used in purchasing and the types of commodities and services required by health care organizations.

KSAO #4: Ability to deal effectively with people at all levels, both internal and external customers and persons with differing levels of understanding of the purchasing process.

KSAO #5: Ability to review and analyze contractor proposals and bids for completeness and fair and reasonable prices.

KSAO #6: Ability to use computer systems and applications to accomplish work and communicate progress.

Application Process CURRENT MEDICAL CENTER EMPLOYEES: Requests for consideration can be completed (1) on VA Form 5-4078, "Application for Promotion or Reassignment", available in Human Resources Management Service. The application request should include a resume and the rating factors/KSAOs indicating their knowledge, skill, ability, and other characteristics. The application package must be submitted to Human Resources Management Service (05) by 03/25/2009.

Outside candidates: The application package must be received in Human Resources no later than the closing date. Mail application packages to: VA Medical Center, Human Resources Office (05F), 2501 West 22nd Street, Sioux Falls, SD 57105. Applicants must submit an application package consisting of:

- OF 612, "Optional Application for Federal Employment" and/or resume
- OF 306, "Declaration for Federal Employment"
- Copy of latest performance evaluation
- Copy of most recent SF 50, Notification of Personnel Action (if applicable)
- Rating Factor (KSA) narrative. Failure to provide this information will deem the applicant ineligible for consideration for the position
- If a veteran: Veterans Preference eligibles, including VRA 30% disabled, must submit a copy of ALL DD-214's and a SF-15 (if 10 point preference is claimed) with current (dated within the last 12 months) proof of a service-connected disability.
- References: Provide name, address, phone and relationship for three to four references

NOTE: OF-612 "Optional Application for Federal Employment" and OF-306 "Declaration for Federal Employment, may be

obtained through the Human Resources Office or from www.siouxfalls.va.gov.

PROMOTION POTENTIAL: The applicant selected at the lower grade level will be promoted to the next higher grade level without further merit promotion procedures provided legal and regulatory requirements are met and upon recommendation of the supervisor.

EQUAL EMPLOYMENT: All applicants will receive consideration without discrimination for such reasons as race, color, religion, national origin, sex, lawful political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

RESPONSIBILITY: Employees are responsible for assuring that all information in their Official Personnel Folder is up to date as these folders are the primary source of information in determining qualifications.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in-processing.